

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>McHenry County Housing Authority</u> PHA Code: <u>IL116</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>7/1/2011</u>												
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>23</u> Number of HCV units: <u>947</u>												
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <tr> <th>PH</th> <th>HCV</th> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	PH	HCV						
PH	HCV												
	PHA 1:												
	PHA 2:												
	PHA 3:												
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.												
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  <p>The McHenry County Housing Authority exists to assist low income individuals and families to maintain an affordable, sanitary and decent living environment, and to provide them with the means to avoid crisis situations and achieve economic independence.</p>												
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <p>Attachment A – PHA Goals and Objectives</p> <p><b>PROGRESS ON GOALS FROM PREVIOUS 5 YEAR PLAN</b></p> <p>McHenry County Housing Authority has made significant progress in meeting its stated goals. While additional Section 8 Housing Choice Vouchers did not become available, MCHA was able to secure some additional rental assistance for 21 units under the State's Rental Housing Support Program. MCHA was able to continue with its modernization efforts of its public housing units and with additional funds allocated from the American Rapid Recovery Act, was able to concentrate on some energy efficiency improvements including installing energy efficient furnaces and windows. While MCHA has not begun a homeownership program using Housing Choice Vouchers, the Executive Director has attended training sessions on the program and is working with a local nonprofit agency to develop a program using the HUD Neighborhood Stabilization Program funding. Fair Housing continues to be a major concern of the McHenry County Housing Authority and every member of the staff attended a fair housing training that was presented by our local legal advocacy agency, Prairie State Legal Services.</p>												

6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>The Waiting List Organization element for the Housing Choice Voucher Program states that it may use a project-based waiting list in the event that MCHA converts Housing Choice Vouchers to project-based vouchers. In addition, McHenry County Housing Authority may close its waiting list due to the large volume of applicants and the extended time it would take for an applicant to receive assistance.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>The PHA plans, attachments and supporting documents are available for public inspection at the main administrative office of the PHA located at 1108 N. Seminary Avenue, Woodstock, Illinois.</p> <p>Attachment B – Section 6 PHA Plan Elements</p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>MCHA may allocate 10 project-based vouchers to a senior apartment complex in Lake in the Hills as part of its efforts to address housing needs as stated in Section 9.1 of this plan.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>See Attachment F</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See Attachment G</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

### **Housing Needs of Families on the Section 8 Waiting List**

	# of Families	% of Total Families
Waiting List Total	2111	100
Extremely low income <=30% AMI	1840	87
Very low income (>30% but <=50% AMI)	247	12
Low income (>50% but <80% AMI)	24	1
Families with Children	1060	50
Elderly Families	210	10
Families with Disabilities	690	33
Race/Ethnicity Black	236	11
Race/Ethnicity Hispanic	206	10
The waiting list is not closed.		

### **Housing Needs of Families on the Public Housing Waiting List**

	# of Families	% of Total Families
Waiting List Total	99	100
Extremely low income <=30% AMI	95	96
Very low income (>30% but <=50% AMI)	4	4
Low income (>50% but <80% AMI)	0	0
Families with Children	99	100
Elderly Families	0	0
Families with Disabilities	10	10
Race/Ethnicity Black	9	9
Race/Ethnicity Hispanic	12	12
The waiting list is not closed.		

9.0

**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

McHenry County Housing Authority will apply for additional rental vouchers if any become available. MCHA will continue to work to reduce public housing vacancies and to turn over the units in a timely manner when vacancies occur. McHenry County Housing Authority will work to acquire or build units of affordable housing developments. McHenry County Housing Authority will work with the Illinois Housing Development Authority, McHenry County and private developers and lenders to leverage private and other public funds to create additional housing opportunities.

McHenry County Housing Authority is a member of the Regional Housing Initiative ("RHI") with other housing authorities in the Chicago metropolitan area. The RHI is working to provide project based vouchers to developments that increase housing opportunities close to areas of employment. Each year the RHI publishes notices and accepts applications from owners and developers of housing developments requesting project based assistance. These applications are evaluated and scored by the RHI participating housing authorities prior to acceptance. McHenry County Housing Authority anticipates awarding project based voucher assistance to developments in McHenry County that have been approved by the RHI partnership.

McHenry County Housing Authority may award project-based housing choice vouchers to affordable housing developments on a competitive basis. In some cases, McHenry County Housing Authority will rely on the competitive tax credit selection process of Illinois Housing Development Authority and/or the competition for HOME funds through the County of McHenry in selecting projects that would receive the project-based housing choice vouchers. It will also work with the McHenry County Housing Commission to develop award criteria. RFP's will be published in the paper and MCHA will work with the McHenry County Housing Commission in selecting projects.

McHenry County Housing Authority is exploring methods of administering a Section 8 Housing Choice Voucher Homeownership Program in this high housing cost area. It plans to work with the Neighborhood Stabilization Program administered by McHenry County.

McHenry County Housing Authority will continue to be active in the McHenry County Continuum of Care Committee to End Homelessness as it works to develop strategies to address homelessness in McHenry County.

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

**BRIEF STATEMENT OF PROGRESS IN MEETING  
THE 5-YEAR PLAN MISSION AND GOALS**

**PHA Goal-Apply for additional rental vouchers.**

No NOFA was issued last year for additional Housing Choice Vouchers. If a NOFA is issued this year we will apply for additional vouchers. MCHA applied for and received funding for the Illinois Rental Support Program administered by Illinois Housing Development (IHDA). Through this program 22 units in McHenry County will receive project-based assistance from IHDA for three years. This program has been extended by IHDA for an additional 3 years.

**PHA Goal-reduce the number of public housing vacancies**

MCHA works to quickly turn over units when a vacancy occurs.

**PHA Goal-achieve High Performer Status**

McHenry County Housing Authority was evaluated as deficient in its financial PHAS score for fiscal year 2009. It is working with HUD Chicago Regional office to work to increase its score.

**PHA Goal-Improve SEMAP Score**

Our score last year was 100. This is the maximum score allowed.

**PHA Goal-Renovate or modernize public housing units by utilizing 100% of Capital Fund**

All Capital Fund monies fully utilized.

**PHA Goal- Increased public relations efforts.**

10.0 MCHA works with the local newspaper, The Northwest Herald to inform the public regarding its programs. In 2010 an article appeared that highlighted the difficulties of low income tenants who waited for several years to receive a housing choice voucher. MCHA will continue to highlight the housing needs of low income people in McHenry County.

**PHA Goal-Provide an improved living environment by operating owner occupied rehabilitation program**

Obtained additional funds from CDBG and HOME programs.

**PHA Goal-Promote Self-sufficiency by maintaining the FSS Program**

HUD's budgeting process requires that no new FSS participants be entered into the program. The last successful participant has completed this program.

**PHA Goal-Ensure equal opportunity and affirmatively further fair housing by providing training for staff**

Diversity training was provided for all staff.

All employees attended training regarding the Americans With Disabilities Act and the Immigration and Nationality Act. This training was provided by the Illinois Department of Human Rights.

All employees attended Fair Housing training.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

**CRITERIA FOR SIGNIFICANT AMENDMENTS AND SUBSTANTIAL  
DEVIATIONS/MODIFICATIONS TO THE ANNUAL AND FIVE-YEAR PLAN**

- Changes to Public Housing admissions policies;
- Changes in organization of the Public Housing or Section 8 Waiting list

Any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.

11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul> <p><b>The following attachments have been submitted with signature to the field office:</b></p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> </ul> <p><b>The following items are attached to this Plan, and have been submitted electronically:</b></p> <ul style="list-style-type: none"> <li>(a) Section 5.2 PHA goals and objectives</li> <li>(b) Section 6 PHA Plan Elements</li> <li>(c) Section 6.9 Pet Policy</li> <li>(d) Resident Advisory Board (RAB) Comments</li> <li>(e) Challenged Elements</li> <li>(f) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(g) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> <li>(h) Carbon Monoxide Detector Act</li> <li>(i) Procurement Plan Changes Due To ARRA</li> </ul>
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## **Attachment (A)**

### **Section 5.2 - PHA Goals and Objectives**

#### **PHA GOAL: EXPAND THE SUPPLY OF ASSISTED HOUSING**

##### **Objectives:**

McHenry County Housing Authority will apply for additional Housing Choice Vouchers when an opportunity arises that they would be available.

McHenry County Housing Authority will ensure that the public housing units it owns and manages are used effectively with very little vacancy occurring and quick turn-around of vacant units.

McHenry County Housing Authority will look for opportunities to purchase or build units or developments to ensure an affordable housing supply. MCHA may partner with developers and builders of affordable housing as an owner or manager of these properties.

McHenry County Housing Authority will be a member of the newly formed McHenry County Housing Commission and will work to accomplish its goal of ensuring housing opportunities for McHenry County residents of all income levels.

#### **PHA GOAL: IMPROVE THE QUALITY OF ASSISTED HOUSING**

##### **Objectives:**

McHenry County Housing Authority will work to establish itself as a “high performer” under HUD’s standards for its public housing program.

McHenry County Housing Authority will work to maintain its 100 SEMAP score for its voucher management.

McHenry County Housing Authority will use the capital fund program to rehabilitate and modernized its public housing units to ensure housing quality standards, as well as energy efficiency.

#### **PHA GOAL: INCREASE ASSISTED HOUSING CHOICES**

##### **Objectives:**

Conduct outreach effort to potential voucher landlords to inform them of our program and the HUD regulations regarding landlord responsibilities.

Implement a voucher homeownership program that would allow working families and disabled voucher holders to use their assistance for ongoing mortgage payments.

McHenry County Housing Authority will work with the Regional Housing Initiative to implement their program that gives developers an incentive to provide affordable housing near employment and transportation in low poverty areas by committing project-based vouchers to affordable housing developments.

McHenry County Housing Authority may convert housing choice vouchers to project-based vouchers as an incentive for developers to provide quality affordable housing opportunities for people on the MCHA waiting list.

**PHA GOAL: PROVIDE AN IMPROVED LIVING ENVIRONMENT FOR THE  
McHENRY COUNTY COMMUNITY**

McHenry County Housing Authority will continue to operate its Owner Occupied Rehabilitation Program to assist area homeowners address problems in their homes including life safety issues, code violations and deferred maintenance.

McHenry County Housing Authority will continue to operate its Community Services programs that provide emergency housing for homeless individuals and families, transitional housing, dental, vision and hearing aid assistance.

McHenry County Housing Authority will continue to operate its energy programs for the county including administering the LIHEAP and Weatherization programs

McHenry County Housing Authority will continue to be an active member of the McHenry County Continuum of Care Committee To End Homelessness and identify the needs of area low income residents and work to fill the gaps in services that address those needs.

**PHA GOAL: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES  
AND INDIVIDUALS**

Objectives:

McHenry County Housing Authority will work to provide financial literacy counseling and life skills training to Public Housing tenants.

McHenry County Housing Authority will undertake affirmative measures to identify and work with Section 3 contractors in its rehabilitation programs.

**PHA GOAL: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR  
HOUSING**

Objectives:

McHenry County Housing Authority will ensure that its employees receive training on fair housing laws and requirements.

McHenry County Housing will display the equal opportunity fair housing logo in its published materials.



**Attachment (B)**  
**Section 6 - PHA Plan Elements**

6.1

**Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.**

**Public Housing**

**Eligibility:** The PHA verifies eligibility for admission to Public Housing when families are within a certain number of being offered a unit: 3. The PHA uses criminal or drug-related activity and rental history checks as non-income related screening factors to establish eligibility for admission to Public Housing. As part of the screening process, the PHA requests criminal records from local and State law enforcement agencies .

**Waiting List Organization:** The PHA uses a sub-jurisdictional list to organize its Public Housing waiting list. Interested persons may apply for admission to Public Housing at the PHA main administrative office.

**Assignment:** Applicants are given three or more vacant unit choices before they are removed from the waiting list, and this policy is consistent across all waiting list types.

**Admission Preferences:** The PHA plans to exceed the federal targeting requirements by targeting more than 40% of all new admissions to Public Housing to families at or below 30% of median area income.

Under the following circumstances, transfers will take precedence over new admissions: emergencies, over-housed, under-housed, and administrative reasons (e.g., to permit modernization work).

The PHA has established preferences for admission to Public Housing (other than date and time of application) for residents who live and/or work in the jurisdiction. The admissions preference has a priority of (1) for date and time and (1) residents who live or work in the jurisdiction.

**Occupancy:** The following reference materials are provided to applicants and residents regarding information about the rules of occupancy of Public Housing: the PHA-resident lease, the PHA's Admissions and (Continued) Occupancy policy, Rules and Regulations as well as a PHA briefing seminar.

Residents must notify the PHA of changes in family composition any time the family composition changes.

**Deconcentration and Income Mixing:** The PHA does not have any general occupancy (family) Public Housing developments covered by the deconcentration rule.

### **Section 8**

**Eligibility:** The extent of screening conducted by the PHA is as follows: criminal or drug-related activity only to the extent required by law or regulation. The PHA requests criminal records from local and State law enforcement agencies.

**Waiting List Organization:** The Section 8 tenant-based assistance waiting list is not merged with any other program waiting list. MCHA may use a project-based waiting list if it converts Section 8 Housing Choice Vouchers to project-based vouchers.

Interested persons may apply for admission to the Section 8 Program at the PHA main administrative office. Because MCHA has a large pool of applicants, indicated by the increased size of the waiting list and the length of time it would take for an applicant to receive assistance, MCHA may close the waiting list. The waiting list may be re-opened periodically upon publishing of notice.

**Search Time:** The PHA gives an extension of the standard 60-day period to search for a unit. Qualifying circumstances include proof of search for unit, medical emergency or administrative decision.

**Admissions Preferences:** The PHA has established a preference (other than date and time of application) for residents who live and/or work in the jurisdiction. The admissions preference has a priority of (1) for date and time and (1) residents who live or work in the jurisdiction.

## 6.2

### **Financial Resources**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2009 grants)</b>		
a) Public Housing Operating Fund	93,670	
b) Public Housing Capital Fund	39,965	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,623,964	
f) Resident Opportunity and Self-Sufficiency Grants	0	
g) Community Development Block Grant	200,000	Owner occupied rehab

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) HOME	200,000	Owner-Occupied Rehab
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	40,000	Public Housing Operations
<b>4. Other income</b> (list below)		
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>		
	\$7,197,599	

### 6.3

#### **Rent Determination**

##### **Public Housing**

The PHA will not employ any discretionary rent setting policies for income-based rents in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). The minimum rent is \$30.

Between income reexaminations, tenants must report changes in income or family composition to the PHA at any time the family experiences an income increase.

In setting the market-based flat rents, the Section 8 rent reasonableness study of comparable housing was the source of information used to establish comparability.

##### **Section 8 Tenant Based Assistance**

**Payment Standards:** The PHA's payment standard is 100% of FMR. Payment standards are reevaluated for adequacy when funding constraints require a change. The

PHA will also consider in its assessment of the adequacy of its payment standard success rates of assisted families and rent burdens of assisted families. The minimum rent is \$30.

#### 6.4

##### **Operations and Management**

**Pest Control:** As our Public Housing Program is composed of scattered site, single family and duplex units, it is not advantageous or necessary to have a monthly contract for pest control. During inspections, if pest problems are noted, appropriate pest control services will be procured from outside contractors. Likewise, tenants are instructed to report pest problems as they occur, and maintenance personnel are trained to note signs of infestation during routine maintenance.

##### **Implementation of the Carbon Monoxide Alarm Detector Act:**

The McHenry County Housing Authority has incorporated the Illinois Law: Public Act 094-0741, Carbon Monoxide Alarm Detector Act, effective January 1, 2007, into its Section 8 Administrative Plan and Public Housing Admissions and Occupancy Policy. Additionally, every Section 8 landlord was mailed a copy of the law twice, and a copy of the law has been made part of the landlord/tenant information packets. All Section 8 and Public Housing inspections include a Carbon Monoxide Alarm Detector Act compliance check

Other statements of the rules, standards and policies of the PHA regarding Public Housing are as stated in the Public Housing Program Admissions and Continued Occupancy Policy (ACOP).

#### 6.5

##### **Grievance Procedures**

**Public Housing:** Grievance procedures are followed according to the approved Grievance Policy for Public Housing.

**Section 8:** Grievance procedures are followed as outlined in the Section 8 Administrative Plan and the Informal Review or Hearing Procedure.

#### 6.6

##### **Designated Housing for elderly and Disabled Families**

**Not Applicable**

#### 6.7

##### **Community Service and Self Sufficiency**

##### **Implementation of Public Housing Resident Community Service Requirements**

Community service is defined as “the performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency or increase resident self-responsibility in the community” Community Service is not employment and may not include political activities (24CFR#960.601).

McHenry County Housing Authority’s lease requires that all non-exempt public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence.

Upon signing a lease, all public housing tenants are informed of the requirement to perform community service. At yearly re-exam the adult members of the unit signs a Community Service Compliance Certification. If the adult is exempt, they will sign an Exemption Certification stating how they are exempt. (Definitions for exempt adults can be found in the policy).

Non-exempt tenants are given a copy of the Community Service and Self-Sufficiency Policy that clearly explains what activities meet the requirements along with a monthly time sheet. If tenants have difficulty finding places to volunteer, the Housing Authority will provide them with a list of agencies.

## 6.8

### **Safety and Crime Prevention**

The PHA’s Public Housing Program consists of scattered site single family and duplex units. Tenants are encouraged to take part in local neighborhood watch or other available crime prevention programs. Annually, the Public Housing Manager conducts safety inspections in all Public Housing units. Every other year, the PHA’s insurance carrier, Assisted Housing Risk Management Associates (AHRMA) conducts safety inspections of units.

## 6.9

### **Pets**

**Statement of Policies on Pet Ownership – See Attachment B**

## 6.10

### **Civil Rights Certification**

The Department of Planning and Development of McHenry County hired a consultant to perform an Analysis of the Impediments to Fair Housing. McHenry County Housing Authority works with McHenry County to implement its initiatives to affirmatively further fair housing. McHenry County Housing Authority staff has undergone training provided by Prairie State Legal Services through a HUD grant to

learn the regulations regarding the Fair Housing laws in the United States as well as the state of Illinois. Employees attended training regarding the Americans With Disabilities Act and the Immigration and Nationality Act. This training was provided by the Illinois Department of Human Rights. The McHenry County Housing Authority's Section 8 Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Plan affirmatively state that it practices nondiscrimination in its policies by complying with Civil Rights Laws and making programs and facilities accessible to people with disabilities. Fair Housing posters and logos are displayed prominently in the McHenry County Housing Authority office. Reasonable accommodations are provided by McHenry County Housing Authority to ensure equal access to its programs by all people.

6.11

**Fiscal Year Audit**

There were no issues or findings in the audit of the McHenry County Housing Authority completed by an independent auditor.

6.12

**Asset Management**

Not Applicable

6.13

**Violence Against Women Act (VAWA)**

The McHenry County Housing Authority (MCHA) has adopted a policy (the "MCHA VAWA Policy") to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). MCHA's goals, objectives and policies to enable MCHA to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, are stated in the MCHA VAWA Policy, available for public review. It is the policy of MCHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If MCHA staff become aware that an individual assisted by MCHA is a victim of domestic violence, dating violence or stalking, MCHA will refer the victim to such providers of shelter or services as appropriate. Turning Point in Woodstock and Peace 4 All in Crystal Lake are two domestic violence agencies in McHenry County that MCHA works with currently. In addition, victims are sometimes referred to Prairie State Legal Services, as appropriate. MCHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission. MCHA observes the specific protections afforded to public housing residents and persons assisted under the Section 8 rental assistance program. Tenancy or assistance will not be terminated by MCHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a

member of the assisted household, a guest or another person under the tenant's control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. In cases deemed necessary by MCHA it may bifurcate a lease to remove a household member from a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. MCHA works to prevent domestic violence by referring clients to Turning Point and Peace 4 All, who have targeted programs victims of abuse and court-mandated counseling for abusers.

**Attachment (C)**  
**Statement of Policies on Pet Ownership**

Any tenant who wishes to have a pet must abide with all terms of this pet policy **BEFORE** obtaining a pet.

For the purposes of this statement, household pets are defined as dogs, cats, birds, fish, gerbils, and hamsters. Only one pet per household shall be allowed, and the maximum weight for the pet shall not exceed 25 pounds at maturity.

The following will not be allowed in the housing unit at any time: ferrets, snakes, ant farms, reptiles, arachnids, or rodents. Any pet not listed will have its eligibility determined by the public housing manager **prior** to moving it into the household.

The Pet Owner shall pay a Pet Security Deposit of \$200.00 in addition to the Security Deposit for the unit. If the Security Deposit is less than \$200.00, the pet deposit shall be \$300.00.

1. Pets may be exercised only in the area set aside for such activity. Pet wastes deposited in the area must be picked up by the Owner and placed in a plastic bag, sealed and deposited in the garbage container. Dogs and cats must be leashed.
2. Litter boxes must be emptied of waste daily by the owner, and the litter changed on a weekly basis and disposed of in the garbage container.
3. Pets must be controlled in such a manner that they do not interfere with the maintenance staff while working in the unit or yard.
4. Pets at the GreenTrees and SilverTrees complexes shall not be allowed in the community room nor laundry room.
5. All pets must be properly licensed and inoculated against all diseases common to the pet, such as: distemper, rabies and heartworm prevention for dogs; and distemper and rabies inoculations for cats. Owners must present proof of such inoculations and prevention measures.
6. Pets must be neutered or spayed, and proof of such measures furnished the Housing Authority.
7. Pet Owners must designate the person who will be responsible in the event of Owner's illness or incapacity to care for the pet. If the designated person is not available, the Owner agrees that Management may place the animal with the proper animal control agency or boarding kennel. The Owner will thereafter be solely responsible for reclaiming the animal and for all expenses thus incurred.



8. In consideration of pet owner being allowed to keep a pet on the premises within the guidelines of this policy, pet owner hereby agrees to hold harmless and indemnify the McHenry County Housing Authority against any and all claims, demands, lawsuits, costs and expenses, including reasonable attorney's fees for the defense thereof, arising from any damage done to person or property by reason of pet owner's pet. It is suggested that the resident obtain personal liability insurance to cover possible losses caused by the pet and provide a copy to the Housing Authority
9. The following situations shall constitute cause for immediate termination of the Dwelling Lease:
  - a. Evidence of animal abuse or neglect;
  - b. Evidence of untreated illness;
  - c. Pet behavior that constitutes immediate threat to health or safety to residents;
  - d. Excessive pet noises, for example: barking, crying, howling;
  - e. Excessive pet odors or damage to McHenry County Housing Authority property.

The rules contained herein are incorporated in your Dwelling Lease by reference and shall be made a part thereof, whether or not you are or intend to be a pet owner.

**Attachment (D)****Resident Advisory Board Recommendations & Public Comments**

A Public Hearing and Resident Advisory Board Meeting was conducted on March 16, 2011. No members of the public were in attendance at the Public Hearing, and no comments were received via other means. Following the Public Hearing, The Resident Advisory Board met and determined that they did not have any comments to submit with the Annual Plan.

**Attachment (E)**  
**Challenged Elements**

There were no elements of the Plan that were challenged

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name: McHenry County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P11650110 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:					
Line	Summary by Development Account	Original	Total Estimated Cost	Obligated	Total Actual Cost <sup>1</sup>
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>2</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	6,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	33,310.00			
12	1470 Non-dwelling Structures	1,000.00			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

<b>Part I: Summary</b>							
<b>PHA Name:</b> McHenry County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P11650110 Replacement Housing Factor Grant No: Date of CFPP:		<b>FFY of Grant:</b> 2009 <b>FFY of Grant Approval:</b>			
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report							
<b>Line</b>	<b>Summary By Development Account</b>	<b>Original</b>	<b>Total Estimated Cost</b>	<b>Revised<sup>2</sup></b>	<b>Obligated</b>	<b>Total Actual Cost<sup>1</sup></b>	<b>Expended</b>
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant: (sum of lines 2 - 19)	40,310.00					
21	Amount of line 20 Related to LBP Activities	0					
22	Amount of line 20 Related to Section 504 Activities	0					
23	Amount of line 20 Related to Security - Soft Costs	0					
24	Amount of line 20 Related to Security - Hard Costs	0					
25	Amount of line 20 Related to Energy Conservation Measures	7,000.00					
<b>Signature of Executive Director</b> <i>Julie Biel Clauson</i>		<b>Date</b> <i>3/15/2010</i>		<b>Signature of Public Housing Director</b>		<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFPP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

## Federal FFY of Grant: 2010

Replacement Housing Factor Grant No:

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

[illegible]

# Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

<b>Part I: Summary</b>						
PHA Name/Number McHenry County Housing Authority IL116			Locality (City/County & State) Woodstock, McHenry, Illinois		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY <u>2014</u>
	IL06P116001					
B.	Physical Improvements Subtotal	Annual Statement	40310	40310	40310	40310
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		40310	40310	40310	40310
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		40310	40310	40310	40310



**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011**

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**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011**

Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year _____ FFY <u>2011</u>			Work Statement for Year: _____ FFY <u>2012</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	IL06P116001			IL06P116001		
Annual						
Statement	Site Work (1450)		2000	Site Work (1450)		20000
	Siding		13000	Siding		7000
	Roofing		6000	Foundations		4000
	Kitchen/Bath		10000			
	Appliances		1000	Appliances		1000
	Extraordinary Maintenance on vacated units		8310	Extraordinary Maintenance on vacated units		8310
	Subtotal of Estimated Cost		\$40310	Subtotal of Estimated Cost		\$40310

**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY <u>2013</u>			Work Statement for Year: _____ FFY <u>2014</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	IL06P116001			IL06P116001		
Annual						
Statement	Site Work (1450)		15000	Site Work (1450)		17000
	Kitchen/Baths		10000	Siding		12000
	Heating		6000	Appliances		1000
	Appliances		1000			
	Extraordinary Maintenance on vacated units		8310	Extraordinary Maintenance on vacated units		10310
	Subtotal of Estimated Cost		\$40310	Subtotal of Estimated Cost		\$40310

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	See			
Annual				
Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011**

Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	See			
Annual				
Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

**Attachment (H)**

**Implementation of Carbon Monoxide Alarm Detector Act**

The McHenry County Housing Authority has incorporated the Illinois Law: Public Act 094-0741, Carbon Monoxide Alarm Detector Act, effective January 1, 2007, into its Section 8 Administrative Plan and Public Housing Admissions and Occupancy Policy. Additionally, every Section 8 landlord was mailed a copy of the law twice, and a copy of the law has been made part of the landlord/tenant information packets. All Section 8 and Public Housing inspections include a Carbon Monoxide Alarm Detector Act compliance check.

**Attachment (I)**  
**Procurement Plan Changes Due to ARRA**

**ADDENDUM 1.**

**ARRA AMENDMENT TO THE PROCUREMENT POLICY FOR CAPITAL FUND  
PROGRAM**

Under the Public Housing Capital Fund heading of the American Recovery and Reinvestment Act of 2009 (ARRA), the Secretary of HUD was given the discretion to direct that requirements relating to the procurement of goods and services arising under state and local laws and regulation shall not apply to the Capital Fund Program assistance provided. In addition, State and local laws and regulations shall not apply except where permitted by Part 85 and as described in PIH Notice 2009-12, and the state and local governments cannot take any adverse action against the PHA related to its procurement in compliance with the Recovery Act procurement requirements.

Accordingly, for contracts issued by McHenry County Housing Authority under ARRA, the small purchase procedures threshold is \$100,000 for contracts using Capital Fund Recovery Act funding.

McHenry County Housing Authority may choose to use competitive proposals method for any size of contract; the sealed bid method (usually for construction contracts); or noncompetitive proposals, in cases where it determines that it is appropriate to use these methods and it is consistent with its Recovery Act obligations.